

Application Development Environment (ADE)

Build Phase

Phase Completion Procedure *Quick-Start*

Information Systems Division
California Department of Motor Vehicles

Table of Contents

PRINCIPAL OBJECTIVES OF THE PHASE COMPLETION PROCEDURE.....	3
OVERVIEW	4
PHASE COMPLETION TASKS AND DELIVERABLES	4
BUILD PHASE DELIVERABLES.....	7
POTENTIAL PITFALLS.....	8
KEY WORDS AND PHRASES.....	8

Department of Motor Vehicles
Build Phase
Phase Completion Procedure

TITLE:	Phase Completion Procedure
PROCEDURE NUMBER:	ADE 33.0 (Build)
OWNER:	Strategic Planning and Control Branch
ISSUE DATE:	November 23, 1998

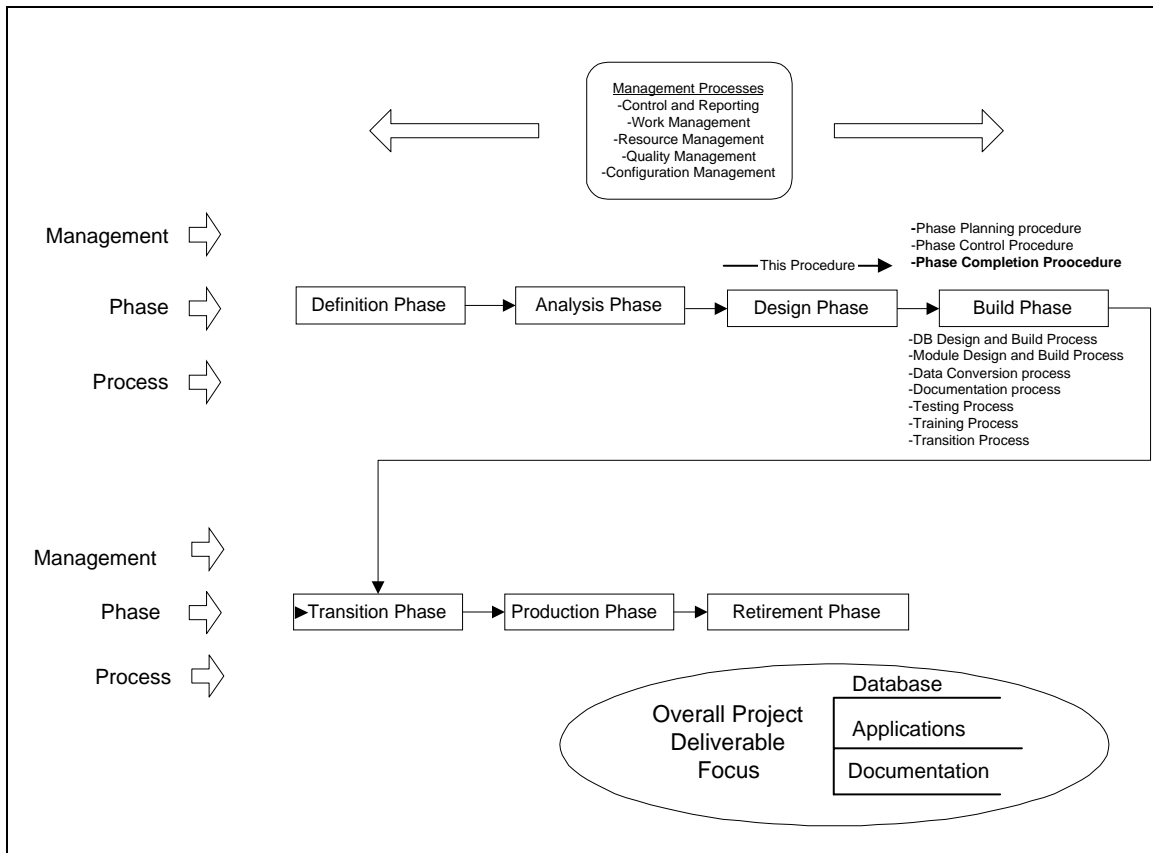
Principal Objectives of the Phase Completion Procedure

In the Build Phase, the objectives of Phase Completion are to:

- Verify that deliverables produced during the phase meet project quality and completeness standards.
- Secure client acceptance of deliverables produced during the phase.
- Release staff and physical resources no longer required.

Overview

The graphic below depicts this Project Management (PJM) procedure, Phase Completion, as it occurs within the current CDM phase, the Build Phase.



Phase Completion Tasks and Deliverables

Each of the five Phase Completion tasks listed below results in a specific deliverable. Tasks are identified with their PJM ID#, the first two letters of which correspond to the Management Processes shown at the top of the preceding graphic. Three are considered by Oracle to be key (⊛ = key deliverable).

Note: Remember the caution offered in the Project Planning Procedure (Definition Phase) to be mindful of the distinction between phase and process deliverables.

The abbreviated references provided in the right-hand column refer to the Oracle PJM manuals to which you will want to refer for background or greater detail:

- *The Project Method Handbook (PJM-MH)*
- *The Project Management Process and Task Reference (PJM-PTR)*

Department of Motor Vehicles
Build Phase
Phase Completion Procedure

- *The Process Management Deliverable Reference (PJM-DR)*

Task	Description	Deliverable	Comments & Reference
✪Secure Client Acceptance CR.080	Obtain sign-off on Build Phase deliverables to the mutual satisfaction of consultant and client. (See list of Build Phase deliverables following this table.) <i>To preclude last-minute delays, review acceptance procedure in advance with client project members participating in sign-off. If necessary, hold issue resolution session(s) prior to beginning phase completion.</i>	Phase Acceptance	<i>PJM-MH, Chapter 6 PJM-PTR, pp. 1-43 to 1-46 PJM-DR, pp. 1-32 to 1-35, and App. A</i> <i>Oracle MS Templates:</i> <ul style="list-style-type: none"> • <i>End Report</i> • <i>Acceptance Certificate</i>
Release Staff RM.080	Release staff and physical resources not required for further project work. <i>The release of staff and physical resources assumes you have available to you the Staffing and Organization Plan and Physical Resource Plan for the next phase. Normally this is true, since planning for the next phase should be complete when this task is performed.</i>	Released Staff	<i>PJM-MH, Chapter 6 PJM-PTR, pp. 3-37 to 3-40 PJM-DR, pp. 3-18 and App. A</i>
Release Physical Resources RM.090	This task involves releasing control of those physical resources that are no longer needed to complete the project execution. <i>Identify resources to be released, coordinate release with suppliers, and turn over resources.</i>	Released Physical Resources	<i>PJM-MH, Chapter 6 PJM-PTR, pp. 3-41 to 3-43 PJM-DR, p. 3-19 and App. A</i>

Department of Motor Vehicles
Build Phase
Phase Completion Procedure

Task	Description	Deliverable	Comments & Reference
<p>⚙️ Perform Quality Assessment QM.050</p>	<p>Conduct an assessment of the completeness of Quality Control arrangements (reviews, audits, tests, and problem resolution) to assess the completion of the project to date. The Quality Report provides an opportunity to demonstrate to the client the completeness of your quality control measures during the phase. <i>This quality assessment may be conducted by a member of the project team (who may hold other quality responsibilities) or may be carried out by a quality consultant external to the project team. SP/CB has SQA procedures for the Project Managers; these defined procedures can assist the project manager.</i></p>	<p>Quality Report</p>	<p><i>PJM-MH, Chapter 6</i> <i>PJM-PTR, pp. 4-25 to 4-27</i> <i>PJM-DR, pp. 4-18 to 4-19 and App. A</i></p> <p><i>Oracle MS Template:</i></p> <ul style="list-style-type: none"> • <i>Quality Report</i>
<p>⚙️ Audit Key Deliverables CM.060</p>	<p>In this task you demonstrate to the project manager and the client that the deliverables produced were those which were intended, and that adequate control over development of those deliverables was exercised. <i>A physical configuration audit verifies that all intended key deliverables are baselined as configuration items. A functional configuration audit demonstrates that configuration items in the baseline can be traced backward in time to their requirements. All baselined deliverables should be identified in the project's Configuration Management Plan.</i></p>	<p>Audited Baseline</p>	<p><i>PJM-MH, Chapter 6</i> <i>PJM-PTR, pp.5-31 to 5-33</i> <i>PJM-DR, pp. 5-19 to 5-20 and App A</i></p>

Department of Motor Vehicles
Build Phase
Phase Completion Procedure

Build Phase Deliverables

The table below is offered as an illustration of how the PM might track the completion, approval and delivery of Build Phase deliverables. Final deliverable packages should include a cover memo or form that provides a vehicle for recording all required reviews and approvals.

Build Phase Deliverables (★ = Process key deliverables)				
ID #	Deliverables	Delivery Date	Date Approved by Customer	Status
	Database Design and Build Process			
DB.040	★Physical Database Design			
DB.050	★Production Database DDL			
	Module Design and Build Process			
MD.020	★Build Standards			
MD.080	Development Environment			
MD.090	★Application Code			
	Data Conversion Process			
CV.050	★Code Conversion Modules			
CV.060	Conversion Module Test Results			
	Documentation Process			
DO.100	★User Reference			
DO.110	★User Guide			
DO.120	★Technical Reference			
DO.130	★Systems Operation Guide			
DO.140	★Online Help Text			
	Testing Process			
TE.040	Module & Module Integration Test Results			
TE.050	★System Test Plan			
TE.060	System Test Environment			
TE.070	System Test Results			
TE.080	★Systems Integration Test Plan			
TE.090	Systems Integration Test Sequences			
TE.100	Systems Integration Test			
	Training Process			
TR.050	★Training Database			

Department of Motor Vehicles
Build Phase
Phase Completion Procedure

Build Phase Deliverables (☛ = Process key deliverables)				
ID #	Deliverables	Delivery Date	Date Approved by Customer	Status
TR.060	☛ Training Materials			
	Transition Process			
TS.030	☛ Installation Plan			

Potential Pitfalls

The most likely areas of risk during Phase Completion are the following:

- The phase acceptance procedure is not clearly communicated in the project Quality Plan.
- Client satisfaction concerns are not identified and addressed prior to requesting sign-off of deliverables.
- Outstanding issues and problems which affect phase deliverables are not resolved prior to their acceptance.
- Not adhering to the Software Quality Assurance Plan or the Configuration Management Plan.

Key Words And Phrases

Attribute	The information held about an entity
Entity	Something about which information is retained; e.g. customer, employee, product, etc.
Event	A trigger to which one or more business functions respond; e.g. a license application
Function	A major work unit of an organization; e.g. sales, maintenance, etc.
Model	Diagram or graphical depiction of a system

Department of Motor Vehicles
Build Phase
Phase Completion Procedure

Physical Configuration Audit	An audit or review that verifies that all intended key deliverables are baselined as configuration items
Process	A series of tasks which result in one or more critical deliverables
Program	A group of projects managed in a coordinated way
Project	Involves work that is <i>finite</i> and <i>unique</i> (as opposed to operations, which involve <i>ongoing</i> and <i>repetitive</i> work)
SP/CB	Strategic Planning and Control Branch
SQAA	Software Quality Assurance Analyst
Step	Smaller units of tasks and sub-processes which produce components of deliverables
Sub-process	Continuously or frequently executed set of actions which produces a defined set of outputs or results
Task	A unit of work that results in a single deliverable